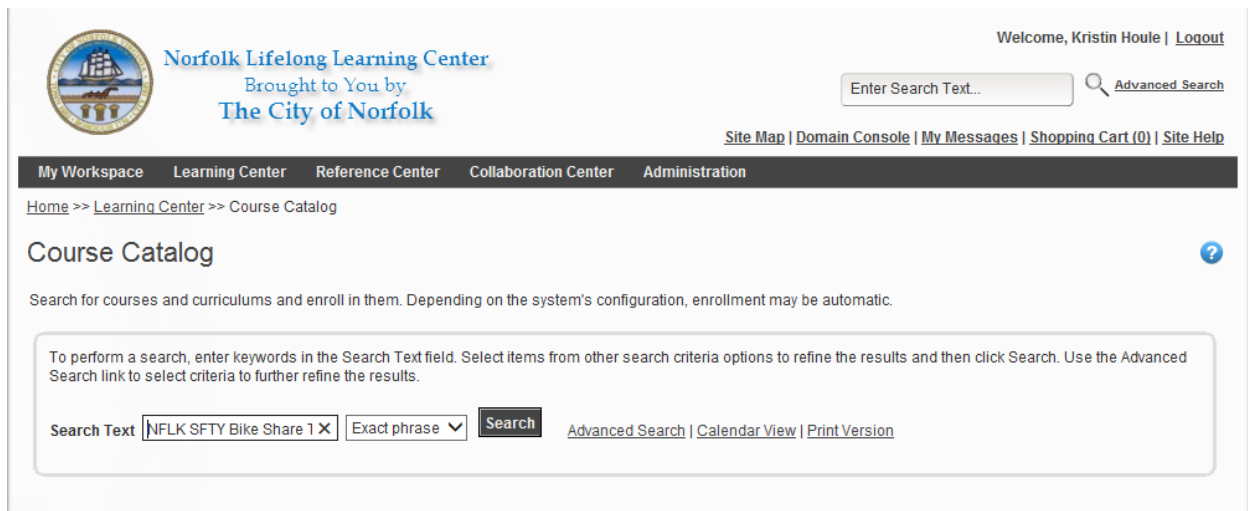


# City of Norfolk's Bike Share

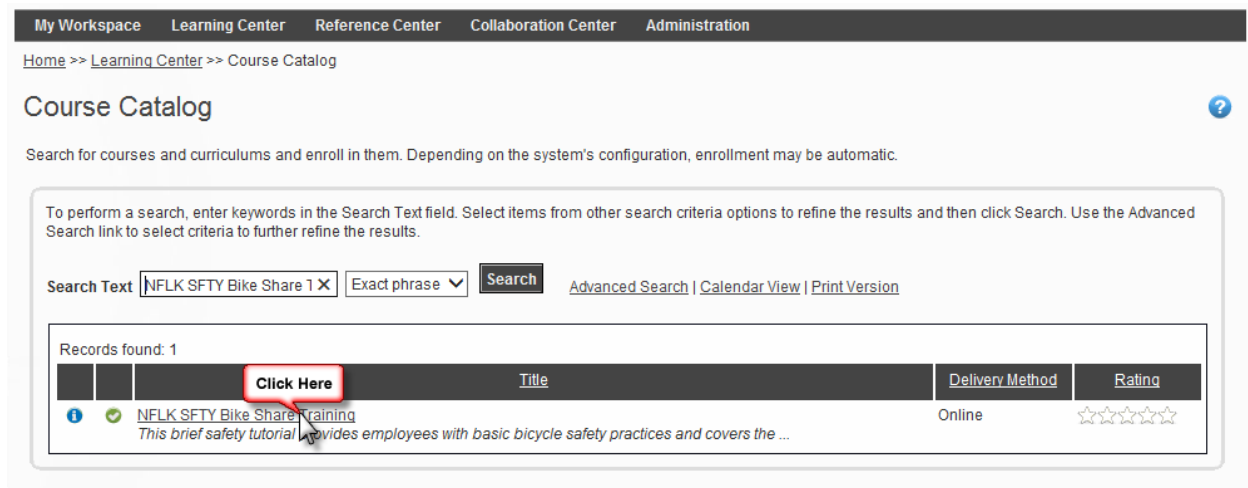
## Online Training Instructions

1. Go to the Norfolk Lifelong Learning Center and log in:  
[https://covkc.virginia.gov/norfolk/Kview/CustomCodeBehind/Customization/Login/COV\\_Login.aspx](https://covkc.virginia.gov/norfolk/Kview/CustomCodeBehind/Customization/Login/COV_Login.aspx)
2. Under Learning Center, select Course Catalog.
3. Search for: NFLK SFTY Bike Share Training
  - a. NOTE! If you select exact phrase (as I did illustrated below) you'll find the course easily.





The screenshot shows the Norfolk Lifelong Learning Center website. The header includes the logo, the text "Norfolk Lifelong Learning Center Brought to You by The City of Norfolk", a user greeting "Welcome, Kristin Houle | Logout", a search bar with "Enter Search Text...", and links for "Advanced Search", "Site Map", "Domain Console", "My Messages", "Shopping Cart (0)", and "Site Help". A navigation bar contains "My Workspace", "Learning Center", "Reference Center", "Collaboration Center", and "Administration". Below the navigation bar, the breadcrumb "Home >> Learning Center >> Course Catalog" is shown. The main heading is "Course Catalog" with a help icon. A message states: "Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic." A search instruction box says: "To perform a search, enter keywords in the Search Text field. Select items from other search criteria options to refine the results and then click Search. Use the Advanced Search link to select criteria to further refine the results." The search bar contains "NFLK SFTY Bike Share" with a dropdown menu set to "Exact phrase" and a "Search" button. Links for "Advanced Search", "Calendar View", and "Print Version" are also present.

4. Select the course.



The screenshot shows the search results page. The header and navigation bar are identical to the previous screenshot. The breadcrumb "Home >> Learning Center >> Course Catalog" is shown. The main heading is "Course Catalog" with a help icon. A message states: "Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic." A search instruction box is identical to the previous screenshot. The search bar contains "NFLK SFTY Bike Share" with a dropdown menu set to "Exact phrase" and a "Search" button. Links for "Advanced Search", "Calendar View", and "Print Version" are also present. Below the search bar, a box indicates "Records found: 1". A table displays the search results:

	Click Here	Title	Delivery Method	Rating
 	<a href="#">NFLK SFTY Bike Share Training</a>	This brief safety tutorial provides employees with basic bicycle safety practices and covers the ...	Online	☆☆☆☆☆


## 5. Select Enroll.


My Workspace   Learning Center   Reference Center   Collaboration Center   Administration

Home >> Learning Center >> Course Catalog >> NFLK SFTY Bike Share Training

### NFLK SFTY Bike Share Training

[Return](#)



**NFLK SFTY Bike Share Training**  
No Rating Available  
Course Provider : City of Norfolk  
Cost : **\$0.00**  
Locale :  English (United States)  
Duration (Hours) : 1

Credit(s) : None

This brief safety tutorial provides employees with basic bicycle safety practices and covers the City of Norfolk's Bike Share program. Employees may take this online training in lieu of an in-class session to qualify for the Bike Share program.

[Click Here](#)  
**Enroll**

You must enroll in this item if you want to access it.

[Save Shortcut](#)

Type : SCORM 1.2

## 6. Leave the default selections as they are (Credit and Normal).

Enroll -- Webpage Dialog

<https://covkc.virginia.gov/norfolk/Kview/CustomCodeBehind/Base/LearningCenter/CourseEnroll.aspx>

### Enroll

Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic.

Review the information below to ensure that you are enrolling for the correct course/item. Then select the options you want (if options are displayed) and click Enroll.

Title : **NFLK SFTY Bike Share Training**  
Type : **SCORM 1.2**  
Description : **This brief safety tutorial provides employees with basic bicycle safety practices and covers the City of Norfolk's Bike Share program. Employees may take this online training in lieu of an in-class session to qualify for the Bike Share program.**

\* **Course Credit Options**  
☒ **Credit**   ☐ **No Credit**


\* **Course Mode Options**  
☒ **Normal**   ☐ **Browse**   ☐ **Review**


**Enroll**   **Cancel**

## 7. Click on Access Item.

NFLK SFTY Bike Share Training

[Return](#)




**NFLK SFTY Bike Share Training**  
No Rating Available [Rate](#)  
Course Provider : City of Norfolk  
Cost : **\$0.00**  
Locale :  English (United States)  
Duration (Hours) : 1

Credit(s) : None

This brief safety tutorial provides employees with basic bicycle safety practices and covers the City of Norfolk's Bike Share program. Employees may take this online training in lieu of an in-class session to qualify for the Bike Share program.

You first accessed this item on 5/6/2013 [View Details](#)

[Manage](#) [Save Shortcut](#)

Type : SCORM 1.2 

[Click Here](#)  
**Access Item**  
[What's this?](#)


## 8. Click on Bike Share Training.

City of Norfolk Lifelong Learning Center - Windows Internet Explorer

<https://covkc.virginia.gov/norfolk/Kview/CustomCodeBehind/base/courseware/scorm/scorm12/courseframe.aspx>

NFLK SFTY Bike Share Training

[Click Here](#)

 [Bike Share Training](#)

## 9. Give the system a few seconds and you'll see the training load.

NFLK SFTY Bike Share Training

 [Bike Share Training](#)

Bike Share Training

Welcome to the  
City of Norfolk's Bike Share Training



